

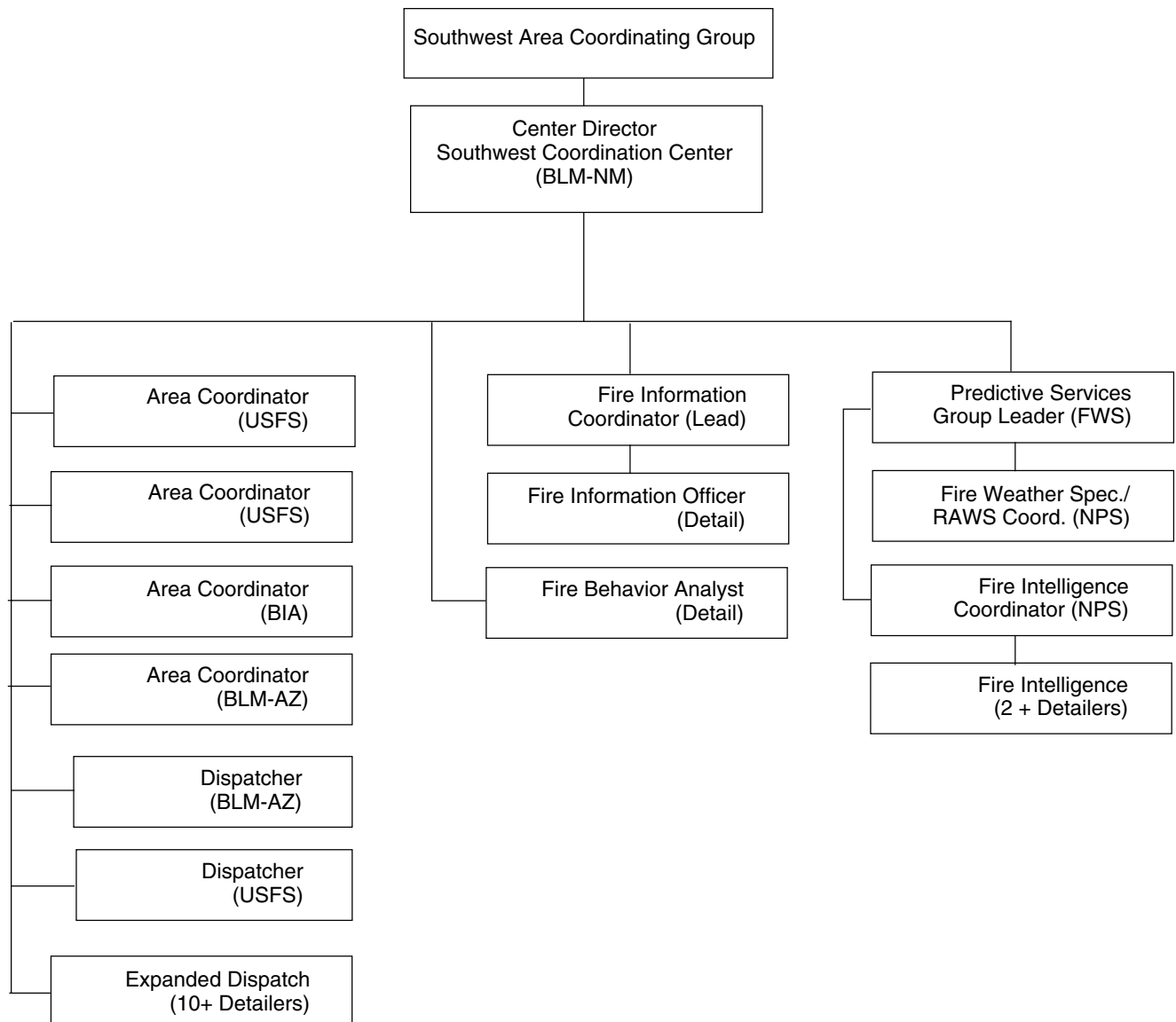
Southwest Area Mobilization Guide

Chapter 30 • Organization

30 Organization

30.1 Southwest Coordination Center (SWCC) Organization

Southwest Coordination Center Organizational Chart
Albuquerque, NM



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31 Expanded Dispatch Organization

During periods of multiple fires and/or large fires, it rapidly becomes necessary to separate the initial attack dispatching function from the organization supporting these fires. Activation of an Expanded Dispatch Organization should be pre-planned. Adequate working space with all required communication equipment and trained personnel should be pre-identified.

- a. Depending on the complexity of the situation, all functional areas and support level positions shown may or may not need to be filled. (Example - The Supervisory Aircraft Dispatcher may be able to handle the entire job and the individual support dispatcher positions may not be needed.) Demobilization activities are normally performed by this same organization.
- b. Standards located in Section 65 of the National Mobilization Guide describe the ability, experience, and training required by a coordinator or dispatcher position.

31.1 Duties of Expanded Dispatch Coordinator

The Expanded Dispatch Coordinator serves as a facilitator in accomplishing the direction of the Agency administrator. The individual filling the position is key and, depending on the complexity of the situation, may be filled by the person normally managing the day-to-day operations of the center or may be an individual from a higher level of management. The Expanded Dispatch Coordinator is responsible for filling and supervising necessary positions, as needed, in accordance with coordination complexity.

31.2 Facilities and Equipment

Facilities and equipment for this organization should be pre-identified, procured, and available for immediate setup. The following key items should be provided for:

- a. Separate from, but accessible to, the initial attack organization.
- b. Adequate office space (lighting, heating, cooling, security).
- c. Communications equipment (telephone, telecopier, computer hardware with adequate data storage space, priority use, and support personnel).
- d. Area suitable for briefings (Agency administrators, media).
- e. Timetable/schedule implemented and adhered to (shift changes, briefings, strategy meetings).

32 Southwest Area Multi-Agency Coordinating (MAC) Group

32.1 Mission

Multi-Agency Coordination (MAC) Group provides a forum to discuss actions to be taken to ensure that an adequate number of resources are available to meet anticipated needs and to allocate those resources most efficiently during periods of shortage.

The Multi-Agency Coordination Group forum will ensure for coordinated:

- Incident prioritization,
- Resource allocation, relocation, and acquisition,
- Contingency planning,
- State and Federal disaster response
- Information provided to media and Agency heads, and
- Identification and resolution of issues common to all parties

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32.2 Activation of MAC Group

- Identity issues needing action.
- Establishes priorities for allocation of resources between incidents within the geographic area.
- Develops contingency plans and resolves issues common to all parties.
- Develops procedures to implement National MAC decisions.
- Reallocates resources between incidents when necessary due to shortages within the system.
- Initiates special actions to alleviate resource shortages to meet anticipated demands.
- Keep agency administrators informed of the situation and of MAC decisions.
- Keep cooperating partners (e.g., state fire marshal, state emergency management, National Guard, neighboring states, landowner interest groups) informed of the situation and of MAC decisions.
- Maintains a dialog with the Agency administrators.

32.3 MAC Coordinator

- Identifies issues needing MAC Group attention.
- Obtains appropriate intelligence information necessary to support MAC activities.
- Ensures sufficient staff is available to support MAC Group activities.
- Ensures adequate and timely identification of specialists needed to support MAC activities.
- Facilitates MAC Group meetings.
- Documents MAC decisions.
- Distributes MAC decisions.
- Maintains permanent records of MAC activities.
- Supervises the support staff.

32.4 MAC Supporting Specialist

- Provides technical information of their specialty relating to the situation.
- Provides following information to assist the MAC members in making their decisions:
 - Current incidents
 - Weather
 - Fire Behavior/Safety
 - Resources - By Incident (On order, filled/unfilled, critical shortages)
 - IC's Report
 - Media/VIP issues
 - Agency Issues (including National MAC Group)

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33 Area Command

An Area Command may be activated to coordinate multiple incidents, each being handled by Incident Management Teams, or to coordinate a very large incident that has several Incident Management Teams assigned. Principle duties are to insure that incidents are adequately managed, set overall strategy, set priorities, allocate resources based on priorities, and that established strategies and objectives are followed. This organization will normally be relatively small, with personnel assigned to Command, the Planning and Logistics Sections, and possibly the Air Operations Function. A comptroller may be assigned by the Agency administrator to oversee and provide fiscal advice on incident operations within his or her unit.

34 Large Fire Checklist

Transitioning to project fire situation from initial attack.

1. Fill out Wildland Fire Situation Analysis.
2. Activate Interagency Incident Management Type 1 or Type 2 team. Distribute notification via SWC mailing on the DMS. See Sec. 22.9.
3. Notify the coordination center director of the situation.
4. Request a Temporary Flight Restriction. See Section 28.4. If required, request a temporary VHF Radio Frequency. See Section 71.2.
5. Implement an expanded dispatch facility. See Section 31.
6. Implement an Incident Support Organization commensurate to the situation. See Section 31.
7. Notify law enforcement and other cooperating agencies.
8. Consider needs for staging area and personnel.
9. Develop Agency administrator briefing package, which includes delegation of authority.